

**(NAME)- Promotion to (RANK)**  
Department of (Dpt. Name)  
College of Communication and  
Information

# **Recommendation of College Dean**

# **Recommendation of College Advisory Committee**

**Recommendation of Educational Unit Administrator  
(Department Chair/Director)**

**Recommendations of directors of centers or institutes  
with which the review candidate is associated**

**Up-to-date curriculum vitae or resume**

## **Internal Unit Faculty Letters:**

a. List of unit faculty names and their academic ranks



b. Written opinion of each faculty member required to be consulted  
within educational unit

**Written opinions of other University of Kentucky faculty members consulted, as permitted by the unit's rules or requested in writing by the candidate to the educational unit director.**

# **External Reviewers**

a. List of outside evaluators selected by the candidate (at least two)

b. List of outside evaluators selected independently by the department chair (at least four)

## **External Reviewers cont.**

**a. Brief biographical information on persons outside the University from whom the unit administrator obtained letters and indication of which were suggested by the candidate**

**b. Full CV or resume from each external reviewer**



**Copies of the two-page chairs rating sheet for candidate's  
faculty merit reviews:**

a. since the date of initial appointment (for  
tenure dossiers)

**b. since the last promotion review (for promotion dossiers not associated with the granting of tenure)**

**Copies of the review candidate's second- and fourth-year progress reviews (tenure dossiers only)**

**Description of the procedural steps used within the department and the college, and explanation of how these steps were communicated to the faculty member**

**(Departmental guidelines on tenure and promotion)  
Unit Statements on Evidences describing the  
evidence of activity in teaching, research, and service  
that are appropriate to the field(s) within the unit  
(see Provost's policy memo for specific information  
on the inclusion of such statements)**

# **The Teaching Portfolio**

a. updated personal statement on teaching: This can be a synthesis of material in the teaching section of the FMER.



b. a list of all courses taught since initial appointment or last promotion (with the title, course number, number of students enrolled, and a brief course description)

c. numerical course evaluations (TCE) for all courses taught since initial appointment or last promotion

d. representative course syllabi

e. Advising

## **Candidate's personal statement on research**

## **Candidate's personal statement on service**

**Letters from students, undergraduate, professional  
and/or graduate, pertaining to candidate's instruction**

**List of, and representative samples from research  
articles, books, patents, writings, or other creative  
productivity**



**List of proposals submitted and grant or contract  
awards received**

**Information or materials relating to professional status and activity, including copies of awards received for teaching or scholarship**

**Information or materials relating to University and public service.**

**Distribution of Effort (DOE) agreements since initial appointment (tenure dossier) or last promotion (promotion dossier)**

**Copy of the job description, as approved by the  
appropriate Area committee, for a review candidate in  
the Special Title Series (STS ONLY)**

**Indication that the review dossier should be sent to an  
Area Committee other than the one normally  
associated with the educational unit to which the  
individual is assigned (Include evidence of the  
candidate's written consent)**

Official Transcript from institution from which highest degree was earned (For Appointment of New Faculty Only)